



Introduction

Thank you for reading this invitation to join the board of the Norfolk Museums Development Foundation. We are delighted to have the opportunity to appoint two new Trustees and would love to hear from you whether you already have board experience or if this would be your first Trustee role. This document outlines the roles and responsibilities, with details at the end about how to apply.



Cllr John Ward
Chairman, Norfolk Museums Development Foundation

About the Norfolk Museums Development Foundation

The Norfolk Museums Development Foundation (NMDF) exists to champion Norfolk's heritage and help its museums thrive. It was founded in 2014 as an independent charity to help Norfolk Museums Service (NMS) and its partners to secure funding from grant giving bodies, individual donors, and corporate sponsors to support a wide range of museum activities for public benefit including capital projects, exhibitions, collections care and learning programmes. The Foundation is governed by a Board of Trustees who meet at least quarterly and who make the main strategic decisions. The day to day running of the Foundation is undertaken by Norfolk Museums Service's development team, advised by the NMDF's Treasurer and Company Secretary. The Trustees achievements include raising over £1.2 million towards the transformation of Norwich Castle's Norman Keep.

About Norfolk Museums Service

Norfolk Museums Service (NMS) is one the UK's leading regional museum services, caring for ten award-winning sites including Norwich Castle Museum & Art Gallery, Gressenhall Farm and Workhouse and Time and Tide Museum in Great Yarmouth. Our mission is to inspire pride in Norfolk's heritage. The Service is governed by a unique partnership between Norfolk County Council, Norfolk's district and borough councils and Norwich City Council. The NMDF Trustees support NMS to achieve its mission, vision and values as set out in its [5 Year Strategic Framework for 2025-30](#).

NMS holds around 3.5 million objects in its diverse collections ranging from fine and decorative arts, archaeology, natural history, geology, costume and textiles, social history and regimental history. Many of the collections are designated as being of national or international importance. To care for these objects requires ongoing investment in conservation, documentation, research, display and interpretation to make them publicly accessible for our communities and visitors today, and for future generations.



Funders' Dinner in Norwich Castle Keep celebrating the completion of the Royal Palace Reborn Project.

How NMDF Trustees Support Norfolk Museums Service

NMDF Trustees work closely with NMS staff to provide support, guidance and partnership links to achieve the fundraising targets. In the last 12 months, in addition to attending board meetings, Trustees have:

- Represented the NMDF on the Royal Palace Reborn project board providing financial and strategic support for the capital redevelopment of Norwich Castle Keep.
- Advised on the development of a corporate sponsorship strategy.
- Supported the recruitment of new staff by joining interview panels.
- Advised on the development of major new NMS projects including the proposed capital redevelopment of Time and Tide Museum.
- Provided coaching to NMS staff.
- Been consulted on new strategies and policies.
- Provided a sounding board for NMS developing new commercial activities.
- Supporting museum staff with partnership brokerage.
- Managing a legacy on behalf of Lynn Museum, ensuring the investment achieves sustainable long-term income.

The opportunity to join the Board

As a Trustee you will play a vital role in shaping the future of Norfolk's museums. To undertake the role successfully you will be invited to:

- Attend and contribute to 5 board meetings a year. These are held in person at Norwich Castle.
- Become knowledgeable about the vision and aims of Norfolk Museums Service and become familiar with our ten sites.
- Provide informal advice and guidance to staff
- Join working groups and subcommittees on specific areas such as finance.
- Attend exhibition openings and other events when invited.
- Ensure the NMDF operates in accordance with charity regulation and law.
- Act as an ambassador for Norfolk Museums Service
- Play a central role in helping Norfolk Museums Service to achieve its fundraising targets.



NMDF Trustees enjoying a hard hat tour of the battlements during the construction phase of the Royal Palace Reborn Project. From left to Right: Helen Wilson, Brian Horner, David Missen (Treasurer), Donna Chessum, Cllr Margaret Dewsbury, Dr Robin Hanley (NMS), Caroline Williams and Cllr John Ward (Chairman).

There are 11 places on the Board and there are currently two vacancies. We'd love to hear from people with skills and experience in the following areas:

- Legal advice
- Fundraising in the arts sector, particularly major gifts
- Digital innovation
- Marketing and audience development

We'd be delighted to hear from you if you have skills outside of these areas and welcome an opportunity to discuss those further with you. We believe that a Board is most effective when it brings together diverse personal and professional experience. We welcome applications from people of all backgrounds.

The role is voluntary and unpaid. There is no set term of office. At each Annual General Meeting one third of the Board retires. The Trustees to retire will be those with longest service but retiring Trustees are eligible for re-election.

Who we are looking for

We are looking for Trustees who can bring all or most of the following attributes:

- A commitment to the vision of Norfolk Museums Service.
- Sound business, financial and commercial acumen.
- The willingness to devote the necessary time and effort to the duties required as a Trustee.
- A commitment to attending meetings and special events in person.
- A full understanding of the legal duties and responsibilities of being a Trustee
- Experience of developing effective partnerships with key stakeholders and community groups.
- Strong and effective networking skills and a commitment to using personal networks to support the NMDF's aims.

You do not need previous trustee experience, nor do you need to come from an arts, heritage or culture background. We will provide inductions, away days and training to support you in undertaking the role.



The Gallery of Medieval Life: A British Museum Partnership opened in 2025 at Norwich Castle.

How to apply

To apply please send your CV and a cover letter to jo.warr@norfolk.gov.uk, telling us why you are interested in the role and what experience you will bring to the Board. The deadline for expressions of interest is 5pm on Friday 20th March. Shortlisted candidates will be invited to an interview by the end of March.

For an informal discussion about the role please email Steve or Jo in the first instance and we'll arrange a convenient time to talk. Thank you for your interest, we look forward to hearing from you.

Steve Miller

Director of Culture and Heritage
and Head of Norfolk Museums Service
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Jo Warr

Head of Development Norfolk
Norfolk Museums Service
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